

Purpose

To provide guidance and directions for site operations, safety and related considerations for the Hazardous Materials Response Team (Team).

Reference

WAC 296-62, Part R - Emergency response to hazardous substance release.

WAC 296-824 - Emergency Response
29 CFR 1910.120

Scope

This S.O.P. applies to all personnel operating on the Team.

Responsibility

It is the responsibility of the Team members to follow these procedures.

Procedures

Procedural guidelines may be deviated from at the discretion of the Haz Mat Team Leader, as the incident needs change.

I. Team Membership

- A. The minimum training requirements of the Hazardous Materials Response Team members shall be at the Operational level. It is preferred that the members are certified at the Technician level, as several of the leader positions require this level.
- B. All Team members are required to complete an annual hazardous materials medical physical, which is paid for by the respective department.
- C. The Team Program Leaders shall maintain all records for the Team. This includes, but is not limited to, medical physical certification, training, mask fit testing, exposure documents, rehabilitation evaluations and any other records required by applicable regulations.

II. Team Notification

- A. The Team shall be activated through WHITCOM. WHITCOM shall page out over digital and voice pagers for the Hazardous Materials Team members to respond. All available team members shall landline their assigned station to advise they are enroute before they respond.

III. Initial Team Response

- A. The Hazardous Materials Response unit shall respond from its assigned station with 2 personnel. All units shall switch to and operate on the WSU Working Frequency. All operations at the scene shall work on the WSU Tactical first and then the WCFD12 Tactical Frequency if necessary.
- B. All other personnel shall respond to their assigned station and then respond with the following vehicles:
 - 1) Pullman Fire Department - Station 1 with U31, A33
 - 2) WSU Fire Department - WSU Station with U51, A52
 - 3) Fire District 12 - As per department policy
 - 4) WCSO - Patrol cars as per department policy
 - 5) City of Pullman - As per department policy
 - 6) Others - POV if above vehicles are gone
- C. Team members who are on duty and respond shall be replaced by calling in personnel to maintain minimum staffing levels.
- D. The Team shall respond to hazardous materials incidents above the Operational level that the on duty personnel cannot deal with. The primary response area shall be the city of Pullman, Washington State University and Whitman County Fire District 12. The Fire Chief or designee shall approve any response outside of this area.
- E. If possible while enroute, make cellular phone contact with on-scene I.C. for briefing. If appropriate, make recommendations, which may prevent injuries to emergency workers and civilians.
- F. Ensure appropriate agencies are notified.
- G. Approach incident from upwind and uphill, or at right angle to the wind direction and/or gradient. Approach the scene with caution, making sure staging is established and wind direction is known.
- H. Size up the incident and make an initial determination of the incident level.
- I. The Team Leader should seek out the local authority or I.C. for a briefing.

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- J. Establish, or re-establish, initial cold, warm and hot zones. If necessary, relocate the command post and personnel to an appropriate cold zone area.
- K. Identify all products involved if possible.
- L. Determine the hazards associated with the incident and the products involved.
- M. Establish levels of personal protection required for the cold, warm and hot zones. Re-evaluate and revise the zones as needed.
- N. Establish the level of decontamination and the equipment to perform all decontamination tasks. Ensure that resources are on scene and set up before attempting entry.
- O. After conducting a risk benefit analysis, perform rescue if appropriate.
- P. Ensure any additional resources that may be required are requested.

IV. Operational

- A. I.C./Team Leader Critique
The Team Leader shall report to the Incident Commander all pertinent information regarding the incident. If any operations are to be terminated because of unsafe conditions or unsafe operations, the Team Leader will so advise the Incident Commander.

The Team Leader may serve as the Incident Commander when the Hazardous Material Response Team is dispatched alone. Taking command of an incident outside of our jurisdictional boundaries is discouraged. The Team will serve as a resource for the agency in command. If working outside the city of Pullman, the Team Leader should request a liaison person from the local jurisdiction to facilitate Team functions.

- B. Safety
A Team Safety Officer shall be established on all incidents. All members should report safety hazards immediately to the Team Safety Officer.
- C. Incident Briefing
The Team Leader shall meet with the Team to discuss the Incident Commander's briefing and to assign team roles*

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(team roles may also have been pre-planned). Any team functions not assigned shall be the responsibility of the Team Leader.

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* Team Roles (see Appendix A):

1. Team Safety Officer
2. Decontamination Officer / Team
3. Entry Team
4. Backup Entry Team
5. Research/Logistics Personnel
6. Medical Officer

D. Operational Team Meeting

At the Operational Team meeting, the Team Leader should discuss the following points with the Team (inform the Incident Commander of the Team meeting and encourage his attendance).

1. Does an emergency exist?
2. If nothing is done, what are the consequences? (What are the risks?)
3. Evaluate the first responder's actions and results.
4. Critique and reassess the hot, warm and cold zones. (Are they appropriate / identified / marked?) Who is to maintain perimeter control?
5. Obtain accurate / available information on the product(s) involved.
6. What level of response and personal protective equipment is needed?
7. Is appropriate equipment available for products involved? Are all personnel aware of the PPE limitations?
8. What resources are needed (technical advisors, chemists, medical, public works, highway crews, heavy equipment, railroad workers, etc.)?
9. What are the objectives? Reconnaissance? Rescue? Evacuation? Containment? Control? Wait for additional help or resources?
10. Request Team input into the Incident Mitigation Plan?
11. Have all the environmental, chemical and physical hazards been identified and evaluated?
12. Do all personnel understand the incident objectives, tactics and strategies?

E. Action Plan

Team Leader is to recommend an Action Plan to the Incident Commander.

F. Medical

The Team Medical Officer shall establish medical monitoring, order and stage advanced life support unit(s) and notify designated hospital(s) if required.

G. Decontamination

The Decon Officer shall establish a decon corridor and set up decon stations prior to entry into the hot zone. The Decon Officer and the Team Leader shall pre-determine the measures to be taken for the decontamination of tools and equipment and procedures to be followed if decontamination of equipment is not possible. The Decon Officer shall enforce or order enforcement of the access control points for the incident.

V. Incident Termination

A. "Incident Termination" may proceed when the Incident Commander and Team Leader determine operations are no longer needed and/or the incident has been turned over to the proper agency or private contractor.

B. Proper termination of an incident is vital to the overall management of the incident. It is during this phase that proper securing of materials used; decontamination of personnel, equipment, and logistics gathering is accomplished. Careful termination procedures will facilitate the remainder of the operation assisting in development of critique, critique and billing processes.

C. Duties of the Team Leader (Incident Termination):

1. Verify that Team services are no longer required.
2. Verify that Team functions have been completed.
3. Verify scene control by agencies assuming scene.
4. Verify that apparatus and equipment have been returned to response status. (No tools, equipment and/or PPE shall be placed inside the response units until thoroughly decontaminated. If there is any doubt, place equipment in an overpack drum for later decontamination or disposal.)
5. Account for all damaged, lost, destroyed or used equipment.
6. Hold informal meeting with Command and liaisons from all agencies involved to be certain Team may clear the scene and whether there are any additional requirements.
7. Gather all incident documentation to complete Site Safety Plan.

D. Duties of Team Liaison Officer during Incident Termination:

1. Gather pertinent information from Command and involved agencies.

2. Notify Team Leader of resources used by assisting agencies.

E. Duties of Research/Logistics Officer during Incident Termination: (unless delegated)

1. Verify that all records are turned in and complete.
2. Record all pertinent information about agency or private company assuming scene command.

F. Duties of Team Safety Officer:

1. Verify that all records are turned in and complete.
2. Complete Site Safety Plan.
3. Ensure documentation and filing of any exposures.

G. Duties of Team Medical Officer:

1. Verify that all records are turned in and complete.

H. Duties of Team Decon Officer:

1. Verify that all records are turned in and complete.
2. Ensure that all contaminated items are secured properly.

I. Duties of Team Entry Officer:

1. Verify that all records are turned in and complete.

VI. Incident Critique

A. The Team Leader should initiate the critique process by:

1. Outlining Team duties.
2. Stating the overall objectives.
3. Describe the outcome of mitigation procedures.
4. A quick informal critique of an incident immediately upon completion and prior to leaving the scene (if possible) allows valuable experience to be gathered from the participants. The critique process should allow the participants to express how they performed their activities, the effects of decisions made, usability of equipment and the overall command of the scene. Situations such as safety, acute hazardous conditions and anything unique or abnormal should be discussed.

B. Critique Input

All participants shall be provided an opportunity to express themselves. Particular attention should be paid to areas where problems or delays were encountered as well as those situations that went well. It is essential that the critique process bring forward on-site observations by those who performed specific duties.

- C. The key elements of this incident critique shall be recorded by the Team Leader (or other person so ordered). Incident critique will be passed on to Shift Team Leaders. Critiques shall be used to assess and update written Team guidelines.

VII. Post Incident Guidelines For Team Leaders

- A. All equipment, tools and PPE shall be accounted for.
- B. See that all information for reports and billing has been collected.
- C. Upon return to quarters, response units shall restock. Provide maintenance and testing for all equipment, tools and PPE as needed. Document maintenance and testing equipment as needed.
- D. File all reports and billing required.
- E. Schedule incident critique for all agencies and private companies involved for large or unusual incidents.
- F. Double check that all Toxic Exposure Forms have been correctly filled out. If additional medical monitoring is indicated, ensure that the follow-up is done.

VIII. Training

- A. The Team shall train at least monthly. Training records shall be documented and turned into the training officer.

APPENDIX A

- I. Team Leader (Minimum Technician certified, Incident Commander trained as soon as possible and any other class deemed necessary by the Operations Officer and the Team. The Team Leader shall be a member of the Pullman, WSU, or Whitman County Fire District #12 Fire Departments and have the most experience. The Hazardous Materials Team program leaders shall develop a list of Team Leaders. The program leaders shall be a representative from the PFD and the WSUFD who are appointed by the PFD Operations Officer.)
- A. Oversees all Team operations (entry, decon, etc.).
 - B. Does size-up. If appropriate, assigns Team members to any immediate tasks prior to Team meeting (e.g. recon, zone set-up, evacuation, research)
 - C. Meets with I.C. to determine objectives.
 - D. Reports to assigned person within the I.M.S. and keeps them informed on Haz Mat operations.
 - E. Heads Team meeting to determine tactics.
 - F. Coordinates Team personnel/efforts.
 - G. Determines zones and exit/entry points.
 - H. Determines proper PPE with the Research Officer.
 - I. Determines level/type of decon with the Decon Officer.
 - J. Assign Team roles.
 - K. Reassesses all incident roles and activities.
- II. Team Safety Officer (Minimum Technician certified. Also preferred Incident Commander trained. Must be member of Haz Mat Team).
- A. Coordinates with the I.C., Incident Safety Officer and Team Leader on an overall Incident Safety Plan. Must hold mandatory safety briefing prior to any entry into Hot Zone.
 - B. Oversees all Team operations, ensuring they are safe.

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- C. Assists Team Leader in decision making.
- D. Assists in off-site recon.
- E. Does final check on Entry/Back-up/Decon PPE.
- F. Tracks Entry Team/Decon Team airtime.
- G. May terminate Haz Mat operations at any time if actions or operations are deemed unsafe.
- H. Obtain personnel to aid in donning of Back-up Team.

III. Entry Team Leader (Minimum Technician certified.)

- A. Acts as a member of the Entry Team.
- B. Assists with off-site recon and mapping.
- C. Obtains personnel to assist in donning of Entry and Back-up Team.
- D. In charge of entry and Back-up Teams. Supervises Entry Team during operations in hot zone. Back-up Team I monitors the Back-up Team in hot zone.
- E. Obtains and checks equipment used by Entry and Back-up Team.
- F. Oversees donning of PPE for Entry and Back-up Team.

IV. Entry Team Members (Minimum Technician certified. Minimum of two per team.)

- A. May assist in off-site recon.
- B. Make entry into hot zone for: air monitoring, rescue, confinement, containment, etc.
- C. May rotate into Back-up position only after rehab rotation.
- D. May assist in research.

V. Back-Up Entry Team (Minimum Technician certified. Minimum of two per team.)

- A. May assist in off-site recon.

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- B. May assist in research.
- C. May rotate into Entry positions.
- D. Provide back-up for Entry Team if needed.

VI. Decon Officer (Minimum Technician certified.)

- A. Determines level of decon and PPE.
- B. May assist in off-site recon.
- C. Assists in establishing decon corridor.
- D. Oversees the Decon Team set-up and decon operations.
- E. Assists in determining level of decon.
- F. Controls access points to warm/hot zones.
- G. Obtains personnel to assist Decon Team in donning and doffing.
- H. Oversees Decon Team in donning and doffing.

VII. Decon Team (Minimum Operations certified, preferred Technician certified. Minimum of two.)

- A. Set-up decon under the direction of the Decon Officer.
- B. Perform decon under direction of Decon Officer.
- C. May rotate into Decon Back-up only after rehab rotation.

VIII. Decon Back-Up Team (Minimum Operations certified, preferred Technician certified. Minimum of two.)

- A. Assist in setting up decon corridor.
- B. Back-up for Decon Team in case needed.
- C. May rotate into Decon Team.

IX. Team Medical Officer (Minimum Operations, Technician Preferred, Paramedic preferred.)

- A. Establish EMS support, medical supplies and transportation on-site for Team.

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- B. Serve as Liaison to Incident Medical.
 - C. Perform or oversee medical assessment on Entry, Back-up and Decon Teams.
 - D. Monitor for heat stress and other site specific medical considerations for Team.
 - E. Serve as Liaison to hospitals/ambulance for Team.
 - F. Work with Research personnel in dealing with Poison Control Center and Medical Research.
 - G. Assist in determining PPE/Decon procedures.
 - H. Determine whether Team members are medically and physically fit to don suits. Re-evaluates Team members if they are reassigned to Back-up or for Entry.
- X. Research/Logistics Personnel (Minimum Technician trained.)
- A. Research product information as directed by Team Leader.
 - B. Assist Team Leader in notifying proper agencies and resources.
 - C. Assist Team Leader in obtaining all reports/paper work needed.
 - D. Evaluate research information and make recommendations for entry clothing and equipment. Procure equipment and materials needed/used at an incident.
 - E. Establish communication channels with Team Leader for the Team.
 - F. Distribute task sheets.